

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 11/15/1999	NUMBER 03.02.105
SUBJECT VOLUNTEER SERVICES AND PROGRAMS		SUPERSEDES 03.02.105 (01/09/89)	
		AUTHORITY MCL 691.1407; 791.203; 800.281; 800.283; 800.285 ACA STANDARDS 3-4111; 3-4112; 3-4113; 3-4114; 3-4115; 3-4116; 3-4117; 3-4118; 3-4119; 3-ACRS-IG-01 through 10	
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POLICY STATEMENT:

Volunteers may be used to supplement services provided by staff to prisoners in Correctional Facilities Administration (CFA) facilities, Technical Rule Violation Centers (TRVs) and the Special Alternative Incarceration Program (SAI) facility.

RELATED POLICY:

03.02.110 Outreach Volunteer Program

POLICY:

GENERAL INFORMATION

- A. This policy does not apply to individuals providing outreach volunteer services pursuant to PD 03.02.110 "Outreach Volunteer Program".
- B. For purposes of this policy, "warden" includes the SAI Administrator unless otherwise specified.
- C. For purposes of this policy, a camp and the institution to which it is annexed are considered different facilities.
- D. Volunteers may be used to extend program opportunities for prisoners beyond those provided by Department staff. The Department encourages the involvement of volunteers from all cultural and socioeconomic segments of the community. Volunteer programs must meet Department needs and goals and are contingent upon the availability of adequate time and space at a facility.
- E. The Special Activities Coordinator, Office of Program Services (OPS), Administration and Programs (A&P), is responsible for coordinating the Department's overall volunteer program. Each warden and TRV supervisor/manager is responsible for developing and maintaining an effective volunteer program in their respective facilities.
- F. Volunteer services by a specific volunteer or group may be limited, postponed or permanently discontinued by the warden or TRV supervisor/manager. A volunteer or group whose services are permanently discontinued at a CFA facility or a TRV may appeal that decision by submitting a written request to the appropriate CFA Regional Prison Administrator or Field Operations Administration (FOA) Regional Administrator. A volunteer or group whose services are permanently discontinued at an SAI facility may appeal that decision by submitting a written request to the FOA Deputy Director.

VOLUNTEER PROGRAM COORDINATOR

- G. Each warden and TRV supervisor/manager shall designate at least one staff member to act as a volunteer program coordinator. The volunteer program coordinator shall supervise the operation of the volunteer program and maintain a schedule of volunteer services provided. The schedule shall be posted in a location accessible to offenders to advise them of available programs in which they may

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participate. Volunteer program coordinators in CFA facilities also shall ensure information on available volunteer services is provided to prisoners during orientation, as set forth in PD 04.01.140 "Prisoner Orientation".

- H. On a monthly basis, each CFA volunteer program coordinator shall complete and submit a Program Monthly Report (CAJ-377) to the Special Activities Coordinator, OPS, through the warden, with a copy to the Regional Prison Administrator. The report shall identify the volunteer programming offered at the institution or facility, the number of hours of volunteer program services provided, and the number of prisoners participating.
- I. A staff person may request specific volunteer services from an existing volunteer program operating at the facility by contacting the volunteer program coordinator. A staff person wishing to develop a new volunteer program for the institution or facility may submit a written request to the volunteer program coordinator identifying the desired services. If the volunteer program coordinator approves the proposal, s/he shall submit the proposal through the chain of command to the warden or TRV supervisor/manager, as appropriate, for review and approval.
- J. Volunteers and other members of the public may submit suggestions regarding the volunteer services program to the appropriate volunteer program coordinator.

VOLUNTEER APPROVAL PROCESS

GROUPS

- K. Groups wishing to provide volunteer services shall be required to submit a letter of application to the volunteer program coordinator for the institution or facility at which the group wants to provide the service. The application shall state the purposes and goals of the group and the specific services to be provided. The volunteer program coordinator shall review the application and, if necessary, interview one or more representatives of the volunteer group to determine if the proposed services meet the needs and goals of the Department. The volunteer program coordinator shall submit the application to the warden or designee, or to the TRV supervisor/manager, as appropriate, with his/her recommendation whether the group should be approved to provide volunteer services. If the CFA warden or TRV supervisor/manager agrees with the recommendation, s/he shall forward it to the CFA Regional Prison Administrator or FOA Regional Administrator, as appropriate, for a final determination. The FOA Deputy Director shall make the final determination for SAI.
- L. If a group is approved to provide volunteer services at the institution or facility, each member of the group who wants to provide volunteer services shall be required to submit a completed Volunteer Service Application (CAJ-248). Each individual volunteer is subject to the approval process set forth in Paragraphs N through P.
- M. If a group is not approved to provide volunteer services, the volunteer program coordinator shall inform the group of the reason for the denial in writing. The group may appeal the decision to the appropriate Deputy Director, except that if the denial was by the FOA Deputy Director it cannot be appealed.

INDIVIDUAL VOLUNTEERS

- N. An individual must be 18 years of age or older to provide volunteer services at a facility. If professional services are to be provided, the individual must be appropriately certified or licensed to provide those services. An individual shall not be approved to provide volunteer services under the following circumstances.
 - 1. The individual is authorized by the Department to provide outreach volunteer services pursuant to PD 03.02.110.
 - 2. The individual is an employee of the facility at which the services are being offered.

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3. The individual is an immediate family member of an offender at the facility at which the services are being offered. For purposes of this policy, immediate family member is defined as a spouse, parent, grandparent, mother-in-law, father-in-law, child, stepchild, sibling, stepbrother, brother-in law, stepsister, or sister-in law.
 4. The individual has a pending criminal charge as verified through the Law Enforcement Information Network (LEIN).
 5. The individual has a felony conviction, as verified through the LEIN, except that the appropriate Deputy Director may approve an individual who has discharged from the sentence imposed for the conviction, based upon the recommendation of the warden or TRV Manager/supervisor, as appropriate.
- O. A prospective volunteer shall be required to complete and sign the front portion of the Volunteer Service Application (CAJ-248). The volunteer program coordinator, or a selection committee appointed by the warden or TRV supervisor/manager, shall review the application and, if necessary, interview the volunteer in person to determine if requirements set forth in this policy have been met. The volunteer program coordinator or selection committee shall recommend to the warden or designee, or to the TRV supervisor/manager, whether the volunteer should be approved to provide volunteer services at that institution or facility. If approval is recommended, a LEIN print-out verifying the volunteer's criminal history and whether there are any pending criminal charges shall be provided. If the services are to be offered at a CFA institution for female offenders, the LEIN print-out also shall verify whether there are any filed personal protection orders for domestic violence.
- P. The warden or designee, or TRV supervisor/manager, shall determine whether the prospective volunteer shall be approved to provide volunteer services, except as set forth in Paragraph N, no. 5. If the volunteer is not approved, the volunteer program coordinator shall inform the volunteer in writing of the reason for the denial. A volunteer who is not approved to provide services at a CFA or TRV facility may appeal that decision by submitting a written request to the CFA Regional Prison Administrator or FOA Regional Administrator, as appropriate. A volunteer who is not approved to provide services at a SAI facility may appeal that decision by submitting a written request to the FOA Deputy Director. A denial by the CFA or FOA Deputy Director pursuant to Paragraph N, no. 5, cannot be appealed.

VOLUNTEER ORIENTATION

- Q. The Special Activities Coordinator, OPS, shall develop and maintain a pamphlet providing general information regarding volunteer services and the requirements of this policy. The pamphlet shall include the following information:
1. Although they are covered by the governmental immunity statute (MCL 691.1407), the Department of Attorney General will not provide representation for volunteers in lawsuits arising from their roles as volunteers.
 2. Volunteers are not permitted to give or receive gifts of money or property to or from an offender at the facility at which the services are being provided.
 3. Volunteers are not permitted to visit, correspond with, or accept telephone calls from offenders at the facility at which they provide volunteer services. Any information a volunteer needs to provide to, or receive from, an offender as part of his/her volunteer services shall be processed through the volunteer program coordinator.
 4. It is a felony to bring alcoholic liquors, prescription drugs, controlled substances, poisons, weapons, or any items which may be used to assist in the escape of a prisoner into the facility or onto facility grounds without prior authorization of the warden or TRV supervisor/manager. Volunteer clergy shall be permitted to bring up to two ounces of wine into a facility for liturgical

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use as set forth in PD 05.03.150 "Religious Beliefs and Practices of Prisoners".

5. Volunteers are not compensated for the volunteer services they provide. If volunteer services are provided at a CFA facility, volunteers may be reimbursed by the Prisoner Benefit Fund for expenses incurred, subject to PD 04.02.110 "Prisoner Benefit Fund".
- R. Before providing volunteer services, each approved volunteer shall be provided a copy of the pamphlet developed by the Special Activities Coordinator pursuant to Paragraph Q, and shall complete an orientation program developed by the volunteer program coordinator. The orientation program shall be appropriate to the nature of the service provided. Upon completion of the orientation program, the volunteer shall be required to complete and sign the back portion of Form CAJ-248, acknowledging that s/he completed volunteer orientation, that s/he agrees to comply with applicable policies and procedures, and that s/he will not disclose to offenders or members of the public any confidential information to which the volunteer will have access in providing volunteer services.

ENTRY INTO CORRECTIONAL FACILITIES

- S. A Department photo identification card shall be prepared and issued as set forth in PD 04.04.100 "Custody, Security and Safety Systems" for each volunteer providing services in a CFA facility. The volunteer shall be required to carry the department photo identification card while inside the facility. In a TRV or SAI facility, the volunteer shall be required to present a valid driver license or other similarly reliable pictured identification before entering the facility.
- T. Volunteers shall be processed into a facility in a timely manner for scheduled volunteer programming. Volunteers shall be required to register into and out of the facility.
- U. Staff supervision shall be provided for volunteer activities as set forth in PD 05.03.100 "Programs and Prisoner Organizations".
- V. Volunteers in a CFA facility shall be required to wear a personal protection device (PPD), as set forth in PD 04.04.100.

OPERATING PROCEDURE

- W. CFA wardens and the FOA Deputy Director shall ensure that within 60 days of its effective date, procedures implementing this policy are developed. Wardens shall forward their procedures to the appropriate Regional Prison Administrator for approval.

AUDIT ELEMENTS

- X. A Primary Audit Elements List has been developed and will be provided to wardens and FOA Regional Administrators to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

BM:OPH:10/15/99